

ACTIVITY Show Your Stuff

Choose at least one to complete the questions below:

 Confidence

 Time management

 Teamwork

 Self-discipline

 Adaptability

 Conflict management

 Perseverance

 Independence

 Customer Service

 Stress management

 Work ethic

 Follows Directions

Employability Skill

What is it? Define it. _____

Prove it. How have you demonstrated it at school, job, or activity? _____

Tips for a High School Resume

You might have already had that moment of panic when someone asks you: Do you have a resume?

Don't be caught empty handed. You can find a resume template online or through Indiana Career Explorer at indianacareerexplorer.com. Start building your own with these tips:

- Keep a running list of work experience (even babysitting or lawn mowing), volunteer activities, skills, education, and accomplishments. Keep this list updated, so you can update your resume as you gain experience.
- Include your contact information (name, phone number, address and email), then list work history, skills, and educational background.
- Proofread and polish your resume. Ask someone you trust to help you spot misspellings and grammatical errors.